

The Division of Disability and Rehabilitative Services

Quarterly Update July 2010

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Authorization Release Form (HIPAA)

The Division of Disability and Rehabilitative Services (DDRS) takes consumer privacy rights seriously. In an effort to help protect consumer information and maintain compliance with federal and state privacy regulations, DDRS requires a signed Authorization Release form before consumer information can be share with others. Click [here](#) to download the Authorization for Disclosure of Personal and Health Information Release form (HIPPA).

Rehabilitation Services

Corporate Job Development

Corporate development within the Bureau of Rehabilitation Services (BRS) has continued to expand this quarter. Through the 25 businesses that BRS is currently working with, 200 consumers have applied for open positions with 36 being hired. The number of individuals hired during the first two quarters of this state fiscal year, surpasses the outcomes achieved for the entire Fiscal Year 2009. The average wage for a new hire is \$316 per week, working an average of 32 hours a week. Employment opportunities are still available at Lowes, Best Buy, Office Max, and Walgreens.

Rehabilitation Rate

During the third quarter of Fiscal Year 2010, the percent of people with disabilities who have achieved an employment outcome has increased. In 2009 the rehabilitation rate was 48.18%. The year-to-date figure for 2010 is 56.94%.

Project Search

A worksite-based school-to-work program that provides employment and education opportunities for students with disabilities transitioning from high school, Project Search has served 94 students, 50 of whom just graduated this spring. A total of 19 participants have been hired upon completing the program. The average wage of these consumers is \$210 per week, working an average of 27 hours per week.

Ticket to Work

Indiana is placing a strong emphasis on improving the Ticket to Work (TTW) partnership plus program to improve the quality of job placements for Vocational Rehabilitation Services (VRS) consumers. A TTW workgroup has been established to evaluate the current process and strategize on ways to increase provider participation. Additionally, presentations are being conducted with provider organizations to help educate them on the benefits of being active in the Employment Network (EN). Community rehabilitation programs are encouraged to become ENs and assist consumers in maximizing their employment. Additionally, VRS is promoting attendance to the Choose Work TTW training event, to take place in Indianapolis on July 21 and 22, 2010. Click [here](#) for event details and registration.

Medicaid Infrastructure Grant

A financial literacy symposium was held in June 2010, in partnership with the Medicaid Infrastructure Grant (MIG). MIG is a federal grant to support the competitive employment of people with disabilities. The focus of the June event was to educate providers on asset building resources available in their communities and resources available for expanding their services to be inclusive of people with disabilities.

State Plans

The State Plans for Vocational Rehabilitation Services as well as Independent Living Services will be submitted to the Rehabilitation Services Administration by July 1, 2010 for the next Federal Fiscal Year. To view the draft, please click [here](#).

Caregiver Supports

Applications for Caregiver Supports Services will be made available beginning on **Monday, July, 12, 2010** at all local Bureau of Developmental Disabilities Services (BDDS) district offices. Click [here](#) for a complete statewide listing.

Caregiver Support Services may be approved when:

1. The Developmental Disabilities Services Eligibility is completed
2. Caregiver Supports Services funds are available
3. The primary caregiver selects a provider

The Caregiver Supports Service is accessible to the caregiver from the start date through June 30, 2011, at which time applications will once again be offered if funds are available. This service is 100% state funded and is for those individuals eligible for developmental disabilities services not receiving any other state services and residing with a primary caregiver who needs temporary relief. This is not related to and should not be confused with any waiver activities.

The Caregiver Supports Services is available at the following levels, depending upon the number of eligible individuals who reside in the home with the caregiver.

Eligible individuals in the Residence	Total hours available	Hours / Individual
1 =(individual)	62	62
2 =(individual + 1)	92	46
3 =(individual + 2)	125	41
4 =(individual + 3)	156	39
5 =(individual + 4)	187	37

For more information, please contact your [local BDDS district office](#).

Interim Crisis Management Plan

As the contracted crisis program ends on June 30, 2010, an interim plan has been created to serve the Division of Disability and Rehabilitative Services (DDRS) Medicaid Home and Community Based Services (HCBS) waiver and Supported Group Living (SGL) consumers.

Medicaid Home and Community Based waiver Services:

In a crisis situation, individuals receiving HCBS should contact their case manager for assistance. Case managers should be contacted directly during regular business hours (Monday - Friday, 8:30 a.m. to 4:30 p.m.).

If assistance is needed outside of normal business hours, individuals receiving HCBS should contact an Indiana Professional Management Group (IPMG) case manager, toll free, at 1-800-878-9133.

Supervised Group Living:

Individuals in crisis situation who receive services in Supervised Group Living (SGL) homes should contact their service coordinator for assistance during regular business hours. If assistance is needed outside of regular business hours, these individuals can call a service coordinator at 1-877-240-1764. The service coordinator will follow the same procedure as a case manager to assess the situation and determine if a behavioral clinician's support is necessary. Service coordinators will work with the behavioral clinician to identify how the individual should best be supported.

Comprehensive Plan:

A comprehensive plan is being developed by DDRS, the Division of Mental Health and Addiction and the Dual Diagnosis Task Force for crisis management services. Details will be released as new information becomes available.

Employment Initiative

The Division of Disability and Rehabilitative Services (DDRS) is partnering with advocates and invited providers of day services, to help develop viable alternatives for individuals who exhaust their opportunity to receive (time-limited) prevocational services. Work First initiatives and Meaningful Day activities are a crucial focus of this work group.

Legislative Waiver Update

Effective July 1, 2010, [SENATE ENROLLED ACT No. 148](#) requires accreditation for the following services under the Home and Community Based Services (HCBS) waivers:

- 1) Adult Day Services
- 2) Identified Day Habilitation:
 - a. Community Based Habilitation (Group or Individual)
 - b. Facility Based Habilitation (Group or Individual)
- 3) Vocational Services:
 - a. Prevocational services

All entities approved to provide these services under HCBS waivers, must be accredited by at least one of the following organizations, on or before July 1, 2011:

1. The Commission on Accreditation of Rehabilitation Facilities (CARF)
2. The Council on Quality and Leadership In Supports for People with Disabilities
3. Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
4. National Committee for Quality Assurance
5. The ISO-9001 human services QA system
6. An independent national accreditation organization approved by the secretary

Click [here](#) for a detailed copy of this legislative update (*IC 12-11-1.1-1; (10)SE0148.1.1*).

Medicaid Home & Community Based Services/Waivers

Financial Reviews

The Bureau of Quality Improvement Services (BQIS) is terminating its contract with Thomas and Reed, LLC, the public accounting firm responsible for conducting Representative Payee Financial Transaction Reviews for individuals receiving funding through the Bureau of Developmental Disabilities Services (BDDS). This financial evaluation process is currently being redeveloped for better efficiency and accountability.

Pre/Post Transitioning Monitoring

The goal of Transition Monitoring is to streamline the process and supports to ensure the health and safety of consumers; before, during and after a transition. Plans are currently being prepared to consolidate this process.

Provider Compliance Reviews

On August 1, 2010, the Bureau of Quality Improvement Services (BQIS) quality vendor, Liberty of Indiana, will be expanding Provider Compliance Reviews according to the Indiana Administrative Code (IAC) 460, Article 6. Liberty of Indiana will be reviewing and assuring:

- Provider compliance with conducting criminal background checks
- That staff meet all required qualifications
- That all staff have received the IAC 460 Article 6 training requirements

The Provider Compliance Tool will be available for review on the BQIS website prior to the August 1, 2010 start date.

Provider Report Card

At this time, the Bureau of Quality Improvement Services (BQIS) will not be devoting the resources to develop provider report cards for public use. This was a project that had initially been planned for Liberty Healthcare, the BQIS quality vendor, to assist

individuals, their families and guardians to make informed decisions about the providers that they select. Consumers and their families should continue working with their case managers to identify and talk with the providers available in their communities that will best support their needs.

Waiver Slots

The Division of Disability and Rehabilitative Services (DDRS) is the operating agency in the state of Indiana for three Medicaid waiver services:

- 1) Support Services Waiver (SSW)
- 2) Autism (AU) Waiver
- 3) Developmental Disabilities (DD) Waiver

The planned waiver budget for each fiscal year of the respective waivers includes a commitment to serve a stated number of individuals from wait lists, as well as a limited capacity reserved for those who meet particular priority criteria. Outlined within each of the waiver documents are the number of waiver slots available for each waiver year.

The waiver year is as follows:

- 1) SSW: April 1 to March 31
- 2) AU: January 1 to December 31
- 3) DD: October 1 to September 30

As the operating agency, DDRS is required to follow this plan for access to waiver services. Monitoring of the assignment of these slots is coordinated and monitored by the DDRS Central Office and Bureau of Developmental Disabilities (BDDS) field services offices.

Additional Medicaid Aide Category

Nine additional Medicaid Aid Categories have been recognized as waiver-appropriate categories under the Developmental Disabilities (DD) waiver and the Support Services Waivers (SSW) operated by the Division of Disability and Rehabilitative Services (DDRS), as well as under the Traumatic Brain Injury (TBI) Waiver operated by the Division of Aging.

1. [Title IV-E Foster Care](#) (Children under 18)
2. Children Receiving Adoption Assistance
3. Transitional Care for Foster (Children ages 18 – 20)
4. Children ages 1 to 5 (under 150% Federal Poverty Level)
5. Children age 1 (under 150% Federal Poverty Level)
6. Children age 1 to 19 (up to 150% poverty (CHIP I))
7. Children ages 6 to 19 (under 100% Federal Poverty Level)
8. Transitional Medical Assistance
9. Ineligible for Temporary Assistance for Needy Families ([TANF](#)) due to Social Security Income payments

These additional categories may not be applied to participants of the Autism (DDRS) waiver or Aged and Disabled (Aging) waivers until the categories are identified within the federally approved waiver applications.

Aged, Blind, Low Income, Disabled and Disabled Worker categories continue to be applicable to all BDDS waivers.

Needs Assessment and Allocation Review

Needs Assessment Team

Last year, the Bureau of Developmental Disabilities Services (BDDS) formulated a Needs Assessment Team (NAT) to conduct an extensive review process for ensuring that appropriate services and supports were in place for individuals receiving services on a Developmental Disabilities (DD) or Autism (AU) Medicaid waiver. Needs Assessment reviews were conducted by a team of four specialists which included a nurse, a case manager, a behaviorist, and a quality assurance professional. The purpose of this process was to ensure that waiver services were appropriately meeting the needs of each individual by taking a comprehensive look at programming, services used, and blend of services. NATs completed a comprehensive review of all available information about an individual, including:

- Individualized Support Plans (ISPs)

- Plans of Care/Cost Comparison Budgets (POC/CCB)
- Behavioral Support Plans
- Incident Reports (IRs)
- Risk Plans
- Service Utilization Reports

Results of the NAT evaluation were compiled and shared with each consumer's Individualized Support Team (IST) for responses on how they will address the NATs recommendations.

Personal Allocation Review

Individual budgets are determined through the application of a formula-based method that quantifies a series of variables identified as Support Cost Drivers (SCD). A Personal Allocation Review (PAR) is being developed to assist in making sure that a consumer's health & safety needs are provided for in the event of a budget reduction, as well as to help assess potential budget increases. The results of the PAR will either support the proposed allocation amount without modification, or disallow a proposed allocation with any necessary adjustments.

Shared Staff and Resources

The Division of Disability and Rehabilitative Services continues to look at ways to be more efficient with the resources available, while focusing on the health & safety of consumers and protecting basic services for the future. In today's economy, many consumers are also looking at ways to be more efficient and get the most from valuable resources. Many have found success by sharing staff and resources. We encourage consumers, families, providers, advocates and other stakeholders to seek innovative ways to manage their resources, such as housemate living arrangements. For more information about sharing resources, please contact your case manager or service coordinator, or visit The Arc of Indiana online at www.arcind.org/. For assistance in finding a roommate, visit www.findmyroommate.com, a free online matching service for people with disabilities and their families.

DDRS Resources

- BDDS Help E-mail: BDDSHelp@fssa.in.gov
- BQIS Help E-mail: BQIS.Help@fssa.IN.gov
- DDRS Website: www.ddrs.IN.gov